

TOWN OF WINDSOR
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PLANNING COMMISSION MEETING AGENDA
August 22, 2018
7:00 p.m.

1. Call to Order
 - a) Welcome
 - b) Roll Call
2. Public Comments
3. Approval of the Minutes of the April 25, 2018 Planning Commission Meeting (1)
4. Public Hearing
 - a) None
5. Town Attorney's Report
6. Economic Development Authority
7. Other Reports
 - a) Discussion of Future Projects/Priorities
8. Old or Unfinished Business
9. Next Regular Meeting - September 26, 2018
10. Motion to Adjourn

MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, April 25, 2018 at 7:00 p.m. in the Town of Windsor Council Chamber. Chairman Brown called the meeting to order and welcomed all who were present. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, and Wallace W. Brittle, Jr., Town Attorney, were present. Mrs. Whitehead called the roll.

Planning Commission members present: Bennie Brown, Chairman
 Leonard L. Marshall, Vice Chairman
 N. Macon Edwards, III
 Edward Lynch
 George Stubbs
 Glyn Willis

Planning Commission member absent: Larissa Williams

Chairman Brown noted that Commissioner Williams is absent due to an illness.

PUBLIC COMMENTS

None

MINUTES

Chairman Brown asked if there were any amendments to the minutes of the February 28, 2018 regular Planning Commission meeting. Vice Chairman Marshall made a motion to approve the minutes as presented. Commissioner Stubbs seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

PUBLIC HEARING

Rezone Parcel 54B-01-234

Chairman Brown said there is a public hearing tonight to receive input regarding a change of zoning classification from B-1, General Commercial to R-1, Single Family Residential for the construction of a single family home. He asked Mr. Stallings to give an overview.

Mr. Stallings explained that the applicant wishes to rezone parcel 54B-01-234 from its current B-1 zoning to R-1 to allow for the construction of a single family home. He said this parcel is located at the corner of South Court Street and East Griffin Street. He said the applicant is in the process of combining several adjacent parcels into one single lot. Mr. Stallings said this rezoning would allow the applicant to proceed with cleaning up several smaller lots in order to make one home site.

Chairman Brown opened the public hearing. With there being no one to speak either in favor or in opposition of the proposal, he closed the public hearing. He then opened the matter for discussion among the Planning Commission.

Commissioner Willis made a motion to forward the request to rezone parcel 54B-01-234 from B-1, General Commercial to R-1, Single Family Residential to Town Council for approval at their June 12, 2018 meeting. Commissioner Stubbs seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #2. .

TOWN ATTORNEY'S REPORT

None

ECONOMIC DEVELOPMENT AUTHORITY - EDA

Commissioner Stubbs reported that EDA held a meeting on April 19, 2018. He said there were not enough members present for a quorum, but they did discuss possible candidates for appointment due to a member who is deceased.

OTHER REPORTS

None

OLD OR UNFINISHED BUSINESS

Update on Code Changes

Mr. Stallings reported that code changes regarding the Chesapeake Bay Overlay District and the Floodplain Overlay District have been sent to the appropriate State agencies for review. He said he has not received any information at this time.

ADJOURNMENT

Chairman Brown noted that the next meeting is scheduled for May 23, 2018.

There being no further business, Commissioner Stubbs made the motion to adjourn. Vice Chairman Marshall seconded the motion, and the Commission unanimously approved the motion as recorded on the attached chart as motion #3.

The meeting adjourned at 7:10 p.m.

Bennie Brown, Chairman

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
PLANNING COMMISSION VOTES

Commission Meeting Date: April 25, 2018

Motion #	G. Willis	E. Lynch	B. Brown	N. Edwards	L. Marshall	G. Stubbs	L. Williams
1	Y	Y	Y	Y	Y	Y	absent
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk